

 <p>MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM</p> <p>CHILD CARE CENTERS POLICY & PROCEDURE MANUAL</p>	ISSUED 3/91	REVISED 6/15	CHAPTER 10	SECTION 10.5
CHAPTER Chapter 10. Free and Reduced Price Meals	SUBJECT Application for Free and Reduced Price Meals			

To determine an enrollee's eligibility for free and reduced price meals, institutions shall give the Parent Letter and an Income Eligibility Form (IEF) to parents or guardians of each child enrolled at the center. In the CACFP, a child can be claimed as free, reduced, or paid. The free category provides a substantial reimbursement per meal whereas the paid category provides a minimal reimbursement. A sample IEF and instructions for completing the form can be found in the booklet entitled "Income Eligibility Guidance for Child Care Centers." This booklet is reissued each June when the Federal Income Guidelines are received by CFNA. It can also be found on the CACFP website at http://health.mo.gov/living/dnhs_pdfs/R_CACFP_IEGbook_child.pdf.

The institution must assure that the IEF is completed fully and accurately. If a parent does not return the IEF, the child shall be claimed as paid. Every child claimed for free or reduced price meals, including Family Services Division vendor children, must have an IEF on file.

Reference: 7 CFR 226.23(e)(1)